



The mission of the Harris County Auditor's Office is to be an independent and progressive organization recognized for professionalism in carrying out the County Auditor's statutory duties and responsibilities.

NOTICE OF JOB OPENING

JOB TITLE:	Accountant III – Capital Assets Department
POSITION #	6102004024
JOB DESCRIPTION:	<p>Under the general direction of the Capital Assets Manager, the Capital Assets Accountant III performs accounting assignments within the Capital Assets Department utilizing a high level of accounting skills, and a high level of professional judgment. The incumbent must be able to work independently and demonstrate knowledge of the Capital Assets Department policies, procedures and goals. Completes assigned projects, reconcile accounts and subsystems to the general ledger, maintains files, and solves problems in an effective manner.</p>
WHAT WE OFFER:	<ul style="list-style-type: none">• Competitive salary of up to \$56,000• Vibrant Downtown Houston location• Excellent Benefits and Wellness programs• Zero-Premium Employee Only Medical Plan• Outstanding Retirement Program• Collaborative Environment• Subsidized Transit/Commute
WHAT WE ARE LOOKING FOR:	<p>Bachelor's degree in Accounting or a related field with a minimum of 24 hours in accounting and three or more years of professional accounting experience. CPA and/or Master's Degree strongly preferred.</p> <p>Ideal candidate must possess:</p> <ul style="list-style-type: none">• Experience in governmental accounting, and complex reconciliations.• Strong knowledge of Generally Accepted Accounting Principles (GAAP); Governmental Accounting, Auditing, and Financial Reporting (GAAFR) as it relates to areas of responsibility.• Proficiency in the use of MS Office as well as experience in using large, complex accounting software packages.

- Excellent communications, interpersonal and oral/written presentation skills.
- Superior organizational and problem-solving skills.
- The ability to establish and maintain effective working relationships.
- The ability to work collaboratively within a complex environment.

Candidate must be legally eligible to work in the United States. Visa sponsorship is not provided.

Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull, lift and carry up to 20 lbs.

TO APPLY:

Submit your resume via email to: Apps.HCAO@aud.hctx.net. Please indicate the title and position number in the subject line of the email.

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY